March 6th Achieving Readiness Task Team
Conference Call Meeting Minutes

**Participants:**

* Ted Quale – CH2MHill Hanford Group
* Holly Ashley – INL-BEA
* Mike Zacher – INL-BEA
* Matt Moury – DNFSB Staff
* Jay DeLoach – DNFSB Staff
* Chris Roscetti – DNFSB Staff
* Sam Rosenblum – DOE, HS-21
* John Raulston – BWXT-Y12
* Mike Hillman – DOE, HS-21
* Nate Morley – DOE, NNSA-SC
* Johnnie Nevarez – DOE, NNSA-SC

**Discussion:**

1. This was the first conference call conducted by the “Achieving Readiness Task Team” formed as a result of the January Workshop held near Hanford, WA on  January 30-31, 2007.
2. Ted Quale (CH2MHill Hanford Group) has agreed to be the task team leader.
3. It was proposed and agreed that it would be appropriate to develop an “Effective Practices for Achieving Readiness” document.  This would be a stand alone document that could be modeled after the Effective Practices document for Work Control that was developed by EFCOG. (Ted Quale has agreed to develop a preliminary outline for discussion at the next conference call.)
4. There was good discussion concerning the roles and responsibilities for Project Managers and for Operations Managers.  Johnnie Nevarez pointed out that under the DOE Order 413.1, the Project Manager is responsible through CD-4.  These DOE Order responsibilities need to be integrated into the achieving readiness process for activities where the project management orders are applicable.
5. There was discussion regarding the definition of readiness that concluded that the go-no-go question was “Once you have declared readiness, are you prepared to commence operations if the readiness review is cancelled.”  It is worthy to recognize that 425.1 and STD-3006-2006 have established that readiness is measured using the core requirements as the standard.  Stated otherwise, Readiness has been achieved when you can satisfy/meet the core requirements.
6. It was suggested and agreed that task team members should submit their tools for achieving readiness to Ted or Mike for inclusion on the web site.  This will allow other sites to review these tools for applicability to development/review of their processes.
7. Guidance for achieving readiness for the responsible DOE Field/Site Office.
8. It was agreed that this task team should provide input to the training task team regarding training for line management regarding achieving readiness.

**Path Forward**

1. Ted Quale will develop a preliminary outline of the Effective Practices for Achieving Readiness for discussion at the next conference call.
2. The next conference call will be scheduled once the preliminary outline is developed and sent out for review.